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Management Services



Special Assessments



Water and Wastewater

June 18, 2013

Via Electronic Transmission (sjones@nassaucountyfl.com)

Shanea Jones, Director
Nassau County Office of Management & Budget
96135 Nassau Place, Suite 2
Yulee, FL 32097

Re: Nassau County Fire Rescue Assessment Program – Phase 2 Implementation

Dear Ms. Jones:

This correspondence is written to provide a proposed scope of services for Government Services Group, Inc. (GSG) and Nabors, Giblin & Nickerson, P.A. (NG&N) to assist Nassau County (County) and its staff in the implementation of a special assessment program to fund fire services for Fiscal Year 2013-14.

GSG and NG&N entered into a contract with the County in March 2013 to assist the County with development of a fire rescue assessment program (Phase 1). Phase 1 included those tasks associated with the development of preliminary proforma assessment rates and preparation and presentation of an Assessment Report so that the County is able to make an informed decision regarding whether to proceed with implementing the assessment program.

Now that Phase 1 of the first assessment program is almost complete, we are providing the County with our Phase 2 proposal which is comprised of the steps necessary should the County decide to move forward with any recommended assessment program.

Attached as Appendix A is the work plan under which GSG and NG&N will assist the County in implementing the fire rescue assessment program (Phase 2) based on the County's policy direction as determined from the findings provided in Phase 1. GSG and NG&N will work under a lump sum professional fee arrangement as described in the attached scope of services. The appendix also provides a list of project deliverables and a delivery schedule.

Please note that GSG and NG&N work with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined in Appendix A for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG and NG&N would be available, on an hourly basis, to assist the County in its defense.

Shanea Jones, Director
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Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

If you have any questions or need additional information, please feel free to contact me. We look forward to working with Nassau County on this project.

Sincerely,

A handwritten signature in cursive script that reads "Camille P. Tharpe".

Camille P. Tharpe
Senior Vice President

cc: Heather Encinosa, NG&N

Appendix A

NASSAU COUNTY FIRE ASSESSMENT PROGRAM FY 2013-14
PHASE 2 IMPLEMENTATION

Scope of Services

PHASE 2

- Task 9: Draft/Revise Assessment Ordinance** Draft/revise the assessment ordinance to establish the procedures for implementation of a fire services assessment program.
- Task 10: Draft Initial Assessment Resolution** Draft the initial assessment resolution that conforms to the assessment ordinance and that implements the County's policy decisions and proposed methodology.
- Task 11: Draft Final Assessment Resolution** Draft the final assessment resolution that conforms to the assessment ordinance and adopts final assessment rates.
- Task 12: Assist with Rate Adoption Process** Advise and assist with fulfilling the legal requirements for the adoption of the final assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including:
- (a) Produce Notice Roll** Create the notice roll by applying the rates to the assessment roll.
 - (b) Development and Distribution of First Class Notice** Develop the first class notice and its distribution to any affected property owners.
 - (c) Attendance at Public Hearing** Attend statutorily required public hearing and provide assistance as needed.
- Task 13: Create Final Assessment Roll** GSG will update the assessment roll with any corrections and updates received from the County. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the County.
- Task 14: Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method** Using the final assessment roll, prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

FEES AND COSTS

For the professional services and specialized assistance provided by GSG and NG&N for Phase 2, we will work under a lump sum professional fee arrangement of \$17,000, of which \$8,000 is for professional services rendered by GSG and \$9,000 is for professional services rendered by NG&N. Except as noted below, the fee includes reimbursement for all out-of-pocket expenses. The fee for professional services for Phase 2 includes three (3) on-site visits by GSG and/or NG&N to the County.

Any additional on-site meetings by GSG or NG&N may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status. The standard hourly rates for GSG and NG&N are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President	\$160
Senior Project Manager/Consultant/Project Coordinator	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

NABORS, GIBLIN & NICKERSON, P.A.

Firm Partners	\$225
Firm Associates.....	\$200

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. The additional mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.32 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The lump sum fee also does not include the costs of producing the data exports needed for the production of TRIM notices, if required. Data exports for TRIM notices will be transmitted as necessary to the Property Appraiser's office, per their specifications and be billed at the lump sum fee of \$4,500 for the fire assessment program. Payment of these production costs is due at the time of adoption of the initial assessment resolution or like document.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the project.

DELIVERABLES SCHEDULE

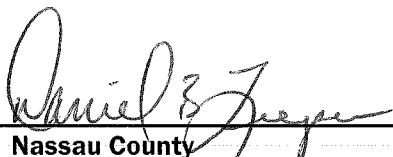
Deliverable	Schedule
Notice to Proceed	June 24, 2013
Adopt Assessment Ordinance (if required)	July 22, 2013
Adopt Initial Assessment Resolution	July 22, 2013
Publish Notice of Public Hearing	August 19, 2013
Mail First Class Notices	August 19, 2013
Adopt Final Assessment Resolution	September 9, 2013
Certify Roll to Tax Collector	By September 13, 2013

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule:

Schedule	Payment	Amount Due
August 2013	50% of Phase Two lump sum fee	\$8,500
September 2013	50% of Phase Two lump sum fee	\$8,500
Total		\$17,000

NASSAU COUNTY FIRE ASSESSMENT PROGRAM FY 2013-14 - ACCEPTED AND AGREED TO:

BY: 
Nassau County

June 24, 2013
Date

Daniel B. Leeper, Chairman
Nassau County Board of County Commissioners

MES
66-26-13